



Human Resources Newsletter

October 2003 News

What's New, What's Hot

•**Important reminder:** Political activity restrictions are placed upon all classified state employees. Become familiar with General Circular [#1501](#) which explains "Do's" and "Don'ts" of political activity and consequences for violations.

•**PPM #51 (Use of Computers, E-Mail, Internet)** will be revised this month to reflect statewide standards established by the State Office of Information Technology (OIT); PPM will emphasize important, critical issues/guidelines concerning PC, E-Mail and Internet use.

•**PPM #59 (Workforce Development)** will be revised to incorporate policy for handling employee training deficiencies.

•On October 8th, CS Commission will consider **revision/consolidation of overtime rules**. End result: Rules will be simplified/clarified and managers/employees will more easily find guidance they need on overtime issues.

Special Events

- October 4 - Gubernatorial First Primary Election
- October 8 - CS Commission meeting
- October 8 - HQ New Employee Orientation
- October 15 - SCHR Meeting

HR Unit Updates

•Employee Relations Unit

•Flu and pneumonia shots will be available to all DOTD employees and family members, on Oct. 15, 2003, 2:00-4:00pm in the Classroom 302AA at Headquarters. These shots will be administered by Medical Systems Incorporated. According to Nan Patin, of M S I, there is a \$20.00 charge for the flu shot and a \$30.00 charge for the pneumonia shot. Methods of payment are:

- Cash
- Check, made payable to MSI
- Credit Card
- Debit Card

•When using cards, they will need address, expiration date and zipcode for the accounting system.

•Pregnant employees and children below 10 yrs of age should refer to your physician for these shots. For more information you may contact Christy Smith at 225/379-1229.



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HR Unit Updates (continued)

Operations Unit

- Heads-up. Job Search has a new feature for subscribers. The feature notifies subscribers when a particular job of interest is posted to the web (Job Search). More information on this feature and how to subscribe is forthcoming.

Personnel Management Unit

- Training on DOTD Pay Rules (focuses primarily on pay options available to DOTD Employees) is currently available. If interested in this training, please contact Ranzy Montet at 225-379-1293.
- Notice to all supervisors: When completing the PPR Form for your employees, please ensure that the Planning Session Page with the **original signatures** is attached to the form that's submitted to HQ HR. During a recent audit conducted by CS, it was brought to our attention that some PPR forms were submitted to HQ HR without this page bearing the original signatures; CS views this as a fatal flaw. Please also remember that the DOTD Reviewer, Rating Supervisor and the Employee should sign/date the planning session page before a copy is given to the employee.